

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE
MEETING NOTES
April 27, 2012

The Human Resource Directors Advisory Committee convened on April 27, 2012 at 10:00 a.m. in the conference room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois. Mr. Morelock welcomed those attending the meeting and asked each person to state their name and university or agency affiliation.

The following persons were in attendance at the meeting: Bob Lael, University of Illinois at Springfield; Mark Owens, University of Illinois at Springfield; Elyne Cole, University of Illinois at Urbana/Champaign; Robbie Witt, University of Illinois at Urbana/Champaign; Jami Painter, University of Illinois Administration; Maureen Parks, University of Illinois Administration; Eric Smith, University of Illinois Administration; Alicia Lowery, University of Illinois at Urbana/Champaign; Tammy Carlson, Illinois State University; Penny McCarty, Southern Illinois University School of Medicine Springfield; Rhonda Wybourn, Northern Illinois University; Celeste Latham, Northern Illinois University; Peggy Podlasek, Illinois Board of Higher Education; Robert Crouch, University of Illinois at Chicago; Deb Stone, University of Illinois at Urbana/Champaign; Terrin Krantz, State Universities Retirement System; and Jennifer Watson, Southern Illinois University Carbondale.

The following persons were in attendance via videoconference: Debbie Lewis, University of Illinois at Chicago; Joanne Neris, University of Illinois at Chicago; Linda Holloway, Eastern Illinois University; Sandy Bowman, Eastern Illinois University; and Anita Sells, Western Illinois University. The following person was in attendance via teleconference: Vicki Baba, Illinois Student Assistance Commission.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director and other University System Office staff members.

Meeting participants were asked to present agenda items. The University System Office also presented several agenda items and a list of current activities. Following are the items that were discussed at this meeting.

1) Review and Discussion of Proposed Rule Changes

The Committee was provided an update on the following rule change proposals discussed at earlier meetings of this group:

Exemptions (Section 250.30(b))

This proposed rule change was presented to the Committee at a previous meeting and was drafted in response to legislative action in 2011. The Committee was informed that this proposal was posted by the Secretary of State's Office in the Illinois Register for the First Notice Period March 9, 2012. Several comments have been submitted regarding this proposed change. The JCAR staff has indicated that some general guidelines for establishing or naming exempt positions should be included in the rulemaking. The Committee was also informed that any final rule change proposal would have to be approved by the Merit Board before it could be formally submitted to JCAR and the Second Notice Period. The Merit Board will not be asked to take any formal action on this proposal at their May 2012 meeting.

2) Update on Amended Rule Revisions

- a) Register Maintenance (Section 250.60(h))
- b) Discharge (Section 250.110(f)(16 and 17))
- c) Probationary Period (Section 250.90(b))
- d) Intern Program (Section 250.70(d))

The Committee was informed that these final rule change proposals had been approved by the Merit Board and formally submitted for the Second Notice Period and final JCAR review. JCAR had filed a certification of 'No Objection' and these changes were formally adopted with an effective date of April 6, 2012. These adopted rules can be found in the April 20, 2012 Illinois Register.

3) Review of Proposed Demonstration Project ('Rule of Three')

At its previous meeting, the Committee created a sub-committee to look at the feasibility of establishing some sort of demonstration project to review the impact of the 'rule of three' on the applicant referral process, and to investigate possible alternative interpretations to this statutory guideline to expand the applicant referral. In consultation with the University System office, this committee developed and prepared a formal application for such a project to be submitted to the Merit Board at the May meeting. This proposal has been reviewed and endorsed by the Employee Advisory Committee. After some discussions, this proposal was adopted with one minor change – the addition of Office Support Associate classification. This demonstration project will be presented to the Merit Board for their approval at the May 16, 2012 meeting.

4) Test Security and Exam Compromise

- a) Associate Agricultural Research Technician
- b) Tree Surgeon
- c) Admission and Record Series

The committee was informed that the listed examinations had been compromised. Two of these issues were quickly resolved and the modified exams were back in service. However, the Agricultural Research Technician Series of exams will have to be completely redeveloped. This will take a significant amount of time and resources. Additional security measures will be adopted to hopefully assist in these matters. The Committee was reminded to review their security measures at each of their test sites.

5) **Procedure Manual Changes (Incorporation of Newly Adopted Rule Changes)**

As a result of some newly adopted rule changes (see #2 above), several updates and revisions to the various University System Procedural Manuals were necessary. The Committee was provided copies of these many proposed procedural changes. After much discussion and some minor changes, the Committee was informed that these changes were necessary and consistent with the recently adopted rule changes. The Committee was informed that the Merit Board would be asked to approve the following procedural manual changes at the May 16, 2012 meeting:

Classification Plan Management Manual

- 1.2 – Submission of Proposed Revisions – changing website address
- Example 1.2b – website address & Maitland’s name
- Example 1.2c – Maitland’s name
- 1.3 – Classification Specification and Examination Development Process
- 2.4 – Classification Appeals
- 4.5 – Other Procedural Implications
- 5.5 – Position Control Record Information Requirements

Exemption Procedures Manual

- 5.1 – Student Appointments
- Form 5.1a – Student Appointment Form – update reference

Employment and Separation Procedures Manual

- 1.2 – Order of Names on Active Registers (by class)
- 1.4 – Maintenance of Active Registers for Status Appointments
- Example 1.4a
- 2.1 – Criteria for Determination of Non-status Appointments
- 2.4 – Intern Appointments
- 2.6 – In-Service Training Programs
- Form 2.6a
- 2.8 – Intern Programs
- 2.9 – Supported Employees Program
- 2.10 – Notice of Employment
- Form 2.10a
- 4.6 – Leave of Absence
- 4.7 – Layoff
- 5.2 – Preliminary Steps for Discharge – updating rule reference
- 5.3 – Suspension Pending Discharge – updating rule reference
- 5.4 – Initiation of Discharge Action

Example 5.4a
5.5 – Discharge Hearing
5.7 – Dismissal – updating rule reference
5.8 – Termination – updating Intern from Trainee
Example 5.8a – updating Intern from Trainee
6.1 – Probationary Period
Form 6.1a

Examination Procedures Manual

1.1 – Application Qualifications
18.2 – Security and Confidentiality of Examination Process

6) Other University System Office Activities

The Committee was updated on various University System Office activities including:

- *Class Plan Update*
The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations. A list of several other class plan activities was presented and discussed.
- *Budget Update*
The Committee was informed of the current agency budget status and some of the legislative activities in this respect.
- *Audit Schedule*
The Committee was informed of the audit schedule for the current fiscal year. The Committee was again informed that the Final Audit Report for each institution will be posted at the SUCSS public website.
- *Legal Update*
The Committee was updated on the status of various discharge cases. Specifically, the Committee was informed that the Merit Board's decision in the Rettig discharge case was overturned by the Circuit Court. The Merit Board upheld the discharge recommendation filed by Northern Illinois University against Officer Rettig, Police Officer. The Circuit Court determined that the Merit Board's decision was in conflict with the manifest weight of the evidence and ordered Officer Rettig to be reinstated with full back pay. NIU appealed this decision to the Appellate Court. The University System Office is awaiting the Appellate Court to schedule this case.

7) Meeting Schedule

The remaining 2012 meeting dates are set as follows:

Friday, July 27, 2012

Friday, November 2, 2012 (changed from October 26, 2012)